

**Loughton & Great Holm Parish Council**

**Finance & Staffing Committee**

**Minutes of the meeting held on Thursday 14<sup>th</sup> January 2016, 7:30pm at Holmwood School, Kensington Drive, Great Holm**

**Present: Cllrs Peter Todd (Chair),** Peter Ballantyne, Sandra Boland, Andy Dransfield, John Howe

**Also present:** Brian Barton (Parish Clerk)

**In attendance:** Cllr Zoe Nolan

**FS 01/16 To elect a Chair for the Council year 2015/2016:**

The Parish Clerk asked for nominations for the position of Chair of the Finance & Staffing Committee for the Council year 2015/2016.

Cllr Peter Ballantyne nominated Cllr Peter Todd who accepted his nomination.

Cllr Andy Dransfield suggested that due to Cllr Todd's present workload that another member of the committee should be considered.

Cllr Todd agreed to withdraw his nomination.

The Parish Clerk than asked for any other nominations.

Cllr John Howe proposed Cllr Sandra Boland who accepted her nomination.

**RESOLVED**

**That Cllr Sandra Boland is elected Chair of the Finance & Staffing Committee for the Council year 2015/2016**

**FS 02/16 To elect a Vice-Chair for the Council year 2015/2016:**

The Chair asked for nominations for the position of Vice-Chair of the Finance & Staffing Committee for the Council year 2015/2016.

Cllr John Howe nominated Cllr Peter Ballantyne who accepted his nomination.

**RESOLVED**

**That Cllr Peter Ballantyne is elected Vice-Chair of the Finance & Staffing Committee for the Council Year 2015/2016**

**FS 03/16 Apologies:**

There no apologies

**NOTED**

**FS 04/16 Declarations of Interest:**

There were no declarations of interest

**NOTED**

**FS 05/16 Minutes of the previous meeting:**

The minutes of the previous meeting held on Monday 28th October 2013, were signed by the Chair as a true and correct record.

**AGREED**

**FS 06/16 Matters arising from the previous minutes not on the agenda:**

There were no matters arising from the previous minutes not on the agenda.

**NOTED**

**FS 07/16 Questions from the public:**

There were no questions from members of the public.

**NOTED**

**FS 08/16 Business Plan for the year commencing 01/04/2016:**

Cllr Peter Todd informed the meeting that the business plan will assist in setting out what work the Parish Council will do.

The committee agreed the following additions:

Page two (2) bullet point three (3) to add at the end of the first line “to encourage many local residents to attend”

Page two (2) bullet point four (4) to add “the Buckinghamshire & Milton Keynes Fire Authority and the Approved Premises on Great Holm”

Page two (2) bullet point eight (8) to add “regularly”

To add “to seek improvements to the sports facility on Kensington Drive, Great Holm with the use of the Councillor Ward monies given to the Parish Council”

The committee agreed that the amended business plan will go to the next meeting of the Parish Council for final approval.

The Parish Clerk will send out a revised Parish Council meeting agenda which will include an item for approval of the business plan as amended.

**RESOLVED**

- 1. That the Parish Clerk will make the following amendments to the business plan, Page two (2) bullet point three (3) to add at the end of the first line “to encourage many local residents to attend”, Page two (2) bullet point four (4) to add “the Buckinghamshire & Milton Keynes Fire Authority and the Approved Premises on Great Holm”, Page two (2) bullet point eight (8) to add “regularly”, to add “to seek improvements to the sports facility on Kensington Drive, Great Holm with the use of the Councillor Ward monies given to the Parish Council”**
- 2. The Parish Clerk to send out a revised Parish Council meeting agenda which will include an item for approval of the business plan as amended.**

**FS 09/16 To agree the requirements/specification for the updating and hosting of the Parish Council website:**

The committee discussed the requirements and specification for the updating and hosting of the Parish Council website.

Cllr John Howe agreed to write up the requirements and specifications, but asked the Parish Clerk to contact Mr Mike Jones the former website host, requesting information about the current bandwidth, to obtain a traffic analysis, and once this has been received to pass on the details to Cllr Howe.

**RESOLVED**

- 1. That Cllr John Howe to write up the requirements and specification for the updating and hosting of the Parish Council website.**
- 2. That the Parish Clerk to contact Mr Mike Jones the former website host, requesting information about the current bandwidth, to obtain a traffic analysis, and once this has been received to pass on the details to Cllr Howe.**

**FS 10/16 Finance Report:**

The Chair suggested that an additional excel spread sheet is produced with monthly actual spend and forecast spend figures.

The balance sheet will show the monies spent with the reserves, to give a better picture of what monies are available and will be able to give a better forecast.

The Chair will meet with the Parish Clerk to progress.

**RESOLVED**

**That the Chair to meet with the Parish Clerk to progress setting up an additional excel spread sheet with monthly actual spend and forecast spend figures.**

**FS 11/16 Draft Budget for the year commencing 01/04/2016:**

The committee discussed the various aspects of the draft budget and looked into and debated each of the budget headings.

The committee agreed a draft 2016/2017 budget with a recommendation for adoption at the next Parish Council meeting.

**RESOLVED**

**To agree the following draft 2016/2017 budget with a recommendation for adoption at the next Parish Council meeting:**

<b>Income</b>			
Precept	£71,127		
Precept Grant	£1,177		
LSSC rent & insurance receipts	£3,250		
Allotment rents	£450		
Deposit account interest	£100		
Graveyard income	£2,500		
Zoe Nolan Ward Councillors Budget	£2,200		
<b>Total Income</b>	<b>£80,804</b>		

<b>Expenditure</b>		<b>from reserves</b>	
Clerk -salary & E'er ni & pension conts	£24,000		
Parish Youth Development Officer salary	£9,000		
Landscaping	£7,000	£5,000	from 2015/16
Childrens outdoor play projects L & GH	£6,000		
Dog hygiene bin service	£7,000		allowance for rolling replacement of bins
LSSC repairs	£30,000	£25,000	from reserves to pay for new roof
MK50 anniversary projects/events	£5,000		
Petworth Play area renovation	£5,000	£5,000	bought forward from 2015/16
Gt Holm Community Centre	£5,000		for survey and legal fees
Parish youth services resources fund (venue hires/printing)	£2,500		for venue hire and printing
Newsletters & communications	£2,000		2 per year with some advertising income
Grants	£1,000		
Accountancy	£1,000		
Hire of Halls/ meeting spaces	£1,000		
Clerk -expenses	£1,000		
Sponsor NAG local improvements	£1,000		
Insurance	£820		
Post & stationery	£500		
Office Equipment (PCs software/printers)	£500		
Professional training & development	£500		
Allotments	£450		
Parish Notice Board Repairs	£250		
<b>Total expenditure</b>	<b>£110,520</b>	£35,000	Planned expenditure from reserves
<b>Transfer to or from reserves</b>	<b>-£29,716</b>		

**FS 12/16 Precept for the year commencing 01/04/2016:**

The committee recommended that the precept for 2016/2017 should remain at £71,127.

**RESOLVED**

**That the committee recommends to the next meeting of the Parish Council that the precept for 2016/2017 should remain at £71,127**

**FS 13/16 To receive an update on the 2014/2015 External Audit:**

The committee discussed and noted the 2014/2015 external auditors report and agreed the action notes, the Parish Clerk was asked that in conjunction with the Chair to progress these items and report back to a future meeting of the committee.

The Parish Clerk was asked to email a copy of the external auditors report and action notes to Cllr John Howe.

**RESOLVED**

- 1. That the committee discussed and noted the 2014/2015 external auditors report and agreed the action notes, the Parish Clerk in conjunction with the Chair to progress these items and report back to a future meeting of the committee.**
- 2. That the Parish Clerk to email a copy of the external auditors report and action notes to Cllr John Howe.**

The committee passed a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for agenda item FS 14/16 on the grounds that it could involve the likely disclosure of private and confidential information.

**FS 14/16 To receive a report on the Parish Clerk's annual appraisal:**

Cllr Peter Todd informed the meeting that he and Cllr Zoe Nolan had met with the Parish Clerk to discuss his annual appraisal.

Cllr Todd spoke on the outcome of the appraisal which discussed what went well and what did not go so well last year, and agreed a training programme with the Parish Clerk.

The Parish Clerk left the room whilst the committee discussed various matters relating to the annual appraisal.

**NOTED**

**Date of next meeting:**

To be agreed at the Annual Meeting of the Parish Council

**THE CHAIRMAN CLOSED THE MEETING AT 10:26PM**

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_